

PURCHASE ORDER REVIEW

(Contracts \$50,000 or less)

- Review Department's Micro Enterprise Utilization
 - Review 5% departmental goal.
 - If 5% departmental goal is met – no action required.
 - If 5% departmental goal is not met - DBD will review justification.
 - Notify Department Directors
 - Approximately twenty (20) departments will be reviewed during the reporting period.
 - DBD will report bi-annually to the BCC.

SAMPLE

Department of Business Development Micro Enterprise (ME) Usage Report Effective Date Between 10/01/2004 and 2/10/2005



CA COMMUNITY ACTION AGENCY

Purchase Order Id	Title	Type Ind *	Contract Id	Effective Date	PO Amount	Vendor Name	Commodity Code	Busn Entrs	% of Total:	Micro E.	Justification **
POCA0500176	FIELD TRIP	DP		12/21/04	259.00	MARINE EXHIBITION CORP	96205		0.16%		
POCA0500177	FIELD TRIP	DP		12/21/04	92.00	MIAMI CHILDREN'S MUSEUM INC	96205		0.06%		
POCA0500178	FIELD TRIP	DP		01/07/05	5,725.00	P J BIRDS INC	96205		3.59%		
POCA0500179	COPIER RENTAL	DP		12/21/04	4,919.00	KYOCERA MITA AMERICA INC	01515		3.08%		
POCA0500180	TYPEWRITER MAINTENANCE	DP		12/23/04	99.00	BURR INDUSTRIES INC	98526000001		0.06%		
POCA0500181	LAMINATOR REPAIR	DP		12/23/04	270.00	SOUTH EAST LAMINATING INC	93987		0.17%		
POCA0500183	BANNER	DP		12/29/04	464.00	SD MODULAR DISPLAYS	96251		0.29%		
POCA0500190	FIELD TRIP	DP		01/07/05	360.00	LITTLE FARM INC	35010		0.23%		
POCA0500197	COPIER RENTAL	DP		01/11/05	1,306.02	COPYCO INC	96205		0.82%		
POCA0500200	BUS UNIFORMS	DP		01/12/05	0.00	SUPERIOR UNIFORM GROUP INC	98526		0.00%		
POCA0500210	MACHINE REPAIRS	DP		01/18/05	456.87	REX CHEMICAL CORP	36515	HBE	0.29%		
POCA0500219	COPIER RENTALS	DP		01/19/05	767.23	KYOCERA MITA AMERICA INC	93107	WBE	0.48%		
POCA0500220	UNIFORMS	DP		01/19/05	73.50	SUPERIOR UNIFORM GROUP INC	98526		0.05%		
POCA0500221	COMPUTER	CR	250-000-03-1	01/19/05	1,019.73	DELL MARKETING L P	20075		0.64%		
POCA0500223	COMPUTER	CR	250-000-03-1	01/20/05	2,891.98	DELL MARKETING L P	20511		1.81%		
POCA0500225	TROPIES	DP		01/24/05	214.00	MILLER TROPHIES & PRINTING INC	20547		0.13%		
POCA0500227	SUPPLIES	DP		01/26/05	2,798.90	SUCCESSORIES INC	08078		1.75%		
POCA0500232	SIGNS	DP		02/01/05	374.00	SPANISH ENGRAVING CORP	05060		0.23%		
POCA0500235	PLAYGROUND MULCH	DP		02/02/05	998.00	THOMAS MAINTENANCE SERVICE INC	57882	BBE	0.63%		

Total POS: 159,590.30 Micro Enterprise% of Dept. POS: 100.00%

% of Total (Based on all departments Purchase Order\$): 7.23%

Total: 2,208,811.49

Type Indicator*

BW - Bid Waiver
CR - Capital Releases for Capital Equipment
DP - Small Purchase Order
ER - Emergency Requisition
P1 - Releases for Miscellaneous Construction
P2 - Releases for Miscellaneous Building Materials
PO - One-time Purchase Order
SS - Sole Source

Justification Legend**

1. No Response from ME for that commodity code (s)
2. ME is 10% greater than a Non-ME
3. Sole Source
4. Bid Waiver

Micro Enterprise (ME) Usage Report Review Process

Phase	Process
Review	<ol style="list-style-type: none"> 1. Purchasing data extracted from ADPICS Mainframe on or about the 10th of each month. 2. The report contains the following: Commodity Code, Commodity Name, Purchase Order Number, Vendor Name, Certification Status, Purchase Order Amount, ME percentage (%) to total and justification for not awarding to ME 3. Staff will review the report of each issuing department's total purchases and the total percentage of awards to Micro Enterprises. 4. If the 5% requirement is met action is not required 5. If the 5% requirement is not met, DBD will review the Department's Micro Enterprise Usage Report to verify ME availability. 6. If there are no certified MEs, DBD action is not required. 7. If there are certified MEs, DBD shall provide the Micro Enterprise Usage Report via e-mail to the issuing department that lists the commodity where MEs are certified but were not selected. 8. The department shall provide the following justification from the provided legend within 15 days of notice: <ul style="list-style-type: none"> --No Response from ME for that commodity code(s) --ME is greater than 10% of a Non-ME --Sole Source --Bid Waiver333
Schedule	<p>Each month, extract and review purchasing data of preceding months for 20 departments in alpha order starting in March:</p> <p>Group A in April for March</p> <p>Group B in May for March - April</p> <p>Group C in June for March – May</p> <p>Group A in July for April –June3</p> <p>Group B in August for May – July</p> <p>Group C in September for June – August</p> <p>Groups A, B, C in October for July - September3</p> <p>Group A in November for October</p> <p>Group B in December for October – November</p> <p>Group C in January for October – December</p> <p>Summary reports to BCC in July/August and November/December</p>
Final Report	<ol style="list-style-type: none"> 9. Present summary reports to the BCC semi-annually.